

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

November 24, 2010

SUBJECT: NOTIFICATION TO MANDATED REPORTERS UPON COMPLETION OF SUSPECTED CHILD ABUSE INVESTIGATIONS - ESTABLISHED; AND SUSPECTED CHILD ABUSE INVESTIGATION MANDATED REPORTER NOTIFICATION, FORM 09.30.00 - ACTIVATED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order establishes procedures for notifying mandated reporters, as defined in Section 11165.7 of the California Penal Code, upon completion of suspected child abuse investigations, and activates the Suspected Child Abuse Investigation Mandated Reporter Notification, Form 09.30.00.

Section 11170 (b)(2) of the California Penal Code requires an investigating agency, upon completion of a suspected child abuse investigation, to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. Mandated reporters routinely submit information to the Department in the form of a Suspected Child Abuse Report, California Department of Justice Form SS 8572, but the information can also be submitted via telephone, fax referral, in-person reporting, a radio call, e-mail, or other means.

PROCEDURE:

I. NOTIFICATION TO MANDATED REPORTERS UPON COMPLETION OF SUSPECTED CHILD ABUSE INVESTIGATIONS. Upon completion of a suspected child abuse investigation generated from information received from a mandated reporter, the assigned investigator shall ensure that the Suspected Child Abuse Investigation Mandated Reporter Notification is completed and:

- * Mailed via United States mail to the mandated reporter when he or she has provided the Department with a mailing address; or,
- * Scanned and sent via e-mail to the mandated reporter when he or she has provided the Department with an e-mail address.

When the Suspected Child Abuse Investigation Mandated Reporter Notification is mailed to the mandated reporter via United States mail, the completed original form shall be mailed and a copy shall be included in the Detective's Case Envelope, Form 15.15.00. When the Suspected Child Abuse Investigation Mandated Reporter Notification is sent to the mandated reporter via e-mail, the completed original form shall be retained in the Detective's Case Envelope.

Note: The assigned investigator shall document the date that the Suspected Child Abuse Investigation Mandated Reporter Notification was mailed or e-mailed and include any pertinent information such as the mandated reporter's name, the agency he or she works for and the mailing address or e-mail address to which the form was sent, in the Detective Case Tracking System Chronological Activity Log. The information shall also be entered on the final Follow-Up Investigation, Form 03.14.00, when applicable.

II. SUSPECTED CHILD ABUSE INVESTIGATION MANDATED REPORTER NOTIFICATION, FORM 09.30.00 - ACTIVATED. The Suspected Child Abuse Investigation Mandated Reporter Notification is activated.

- A. Use of Form.** This form is used to inform the mandated reporter who initiates a child abuse investigation of the results of the investigation and any action the Department is taking with regards to the child or family.
- B. Completion.** The completion of the Suspected Child Abuse Investigation Mandated Reporter Notification is self-explanatory. The report number can be the Division of Records Number or the Los Angeles County Department of Children and Family Services report number.

The form has been designed so that when it is folded in thirds and placed in a business envelope with an address window, the name and address of the mandated reporter will appear in the window.

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C. Distribution. When the Suspected Child Abuse Investigation Mandated Reporter Notification is mailed to the mandated reporter via United States mail:

1 - Original, mailed to the mandated reporter.

1 - Copy, retained in the Detective's Case Envelope.

2 - TOTAL

When the Suspected Child Abuse Investigation Mandated Reporter Notification is sent to the mandated reporter via e-mail:

1 - Original, retained in the Detective's Case Envelope.

1 - TOTAL

FORM AVAILABILITY: The Suspected Child Abuse Investigation Mandated Reporter Notification is available in E-Forms on the Department's Local Area Network. A copy of the form is attached for immediate use and duplication.

AMENDMENTS: This Order amends Section 4/218.53 of the Department Manual. The "Form Use Link" applicable to the Suspected Child Abuse Investigation Mandated Reporter Notification is accessible in Volume V of the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"



LOS ANGELES POLICE DEPARTMENT
SUSPECTED CHILD ABUSE INVESTIGATION
MANDATED REPORTER NOTIFICATION



Report Number: _____

Date: _____

Reported by:

Contact Number

Reporting Agency:

Victim's Name: _____

Dear _____

As required by California Penal Code Section 11170(b)(2), this notification is to inform you that the Los Angeles Police Department (LAPD), _____ has completed its investigation or there has been a final disposition in the matter regarding the above child(ren). Please see below for the results of the investigation and any action the LAPD has taken with regard to the child or family.

CASE DISPOSITION:

District Attorney/City Attorney Filed Case ☐

District Attorney/City Attorney Office Hearing ☐

(Juvenile Suspect) Non-Detained Petition Submitted ☐

Detained Petition Submitted ☐

No Criminal Filing ☐

District Attorney/City Attorney Rejected Case ☐

Unfounded (No Crime) ☐

Exonerated ☐

☐ Counseled by _____

Involved Parties Referred to Department of Children and Family Services or Dependency Court ☐

If you have additional questions, you may contact LAPD Investigator _____

at Phone Number _____ Division/Area _____